



OPEN – STATEWIDE EXAMINATION BULLETIN
HEALTH EDUCATION CONSULTANT II

CONTINUOUS TESTING

NOTE: THIS BULLETIN CANCELS AND SUPERSEDES THE BULLETIN
ISSUED FEBRUARY 18, 2000

CALIFORNIA STATE GOVERNMENT SUPPORTS EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.	
WHO SHOULD APPLY	Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	This is an open examination. To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with: <div><div>DEPARTMENT OF HEALTH SERVICES 714 P STREET, ROOM 850 P O BOX 942732 SACRAMENTO, CA 94234-7320</div><div>(916) 657-1423 TDD (916) 657-3042</div></div>
DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD	
SPECIAL TESTING INFORMATION	If you have a disability and need special arrangements, mark the appropriate box in Section 2 of the application Form STD. 678. You will be contacted to make specific arrangements.
FILING DEADLINE	There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant. Applications postmarked, personally delivered, or received via interoffice mail after the closing date will be held for the next examination.
SALARY RANGES	\$3994 - \$4993 per month.
POSITION DESCRIPTION	<p>The Health Education Consultant II is the full journey level. Under direction in an assigned geographic area or special subject matter area, independently provides complex health education consultation to public and private agencies; plans, develops, organizes, monitors, and evaluates health education programs and projects; negotiates and recommends approval of contracts; develops, coordinates, and conducts training programs; may also serve in a lead capacity to education consultants and other health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures of average difficulty; and does other related work.</p> <p>Positions may exist or are anticipated in Sacramento and Bay Area.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.</p> <p>NOTE: Applications/resumes MUST contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range, if applicable). College course information MUST include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50 percent of the required time of Pattern I, and additional experience amounting to 50 percent of the required time of Pattern II, may be admitted to an examination as meeting 100 percent of the overall experience requirement.</p> <p>Either I</p> <p>One year of experience performing the duties of a Health Education Consultant I, Range B, in California state service.</p> <p>Or II</p> <p>Experience: Two years of post master’s experience in planning, directing, and conducting public health education programs. (Experience gained in California state service applied toward this pattern must include one year performing duties comparable to the Health Education Consultant I, Range B.) and</p> <p>Education: Possession of a master’s degree with specialization in public or community health education awarded on completion of a program of study accredited by the Council on Education for Public Health sanctioned by the American Public Health Association.</p> <p>NOTE: Applicants qualifying under Pattern I of the minimum qualifications must show their appointment date to Range B on the application.</p>
DESIRABLE QUALIFICATIONS	Willingness to travel throughout the State, work irregular hours, and possession of a valid driver’s license.
EXAMINATION INFORMATION	<p>A CANDIDATE MAY BE TESTED ONLY ONCE IN A TESTING PERIOD. The testing period for this examination is January 1 through December 31.</p> <p>EDUCATION AND EXPERIENCE -Weighted 100%</p> <p>This examination utilizes an evaluation of each candidate’s experience and education compared to a standard developed from the Health Education Consultant II class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the</p>

Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

All competitors who meet the minimum qualifications will be placed in one of three ranks according to their depth and breadth of experience and education as related to the minimum qualifications for the Health Education Consultant II.

SCOPE

In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor’s:

KNOWLEDGE OF:

- 1. Principles, methods, and techniques effective in the planning, implementation, and evaluation of a health education program.
- 2. Principles and methods of community organization and group work.
- 3. Public health programs and practices at the national, state, and community levels.
- 4. Theories and processes of education and their relationship in bringing about voluntary behavioral change among diverse populations.
- 5. Administration and organization of public health care and health delivery systems.
- 6. Principles and methods of community study and research applicable to health education practice.
- 7. Principles and methods of consultation.
- 8. Contract negotiations and administration.

ABILITY TO:

- 1. Develop, implement, and evaluate complex health education programs and projects, including preparation of request for proposals (RFPs).
- 2. Conduct conference workshops and training programs, including the training of others in the principles and practices of health education.
- 3. Establish and maintain productive working relationships with other disciplines, agencies, organizations, and the public.
- 4. Communicate health education knowledge for application by other disciplines and the public.
- 5. Analyze situations accurately and take effective action.
- 6. Prepare reports
- 7. Communicate effectively.
- 8. Recognize, assess, and develop solutions to problems associated with health education programs.

ELIGIBLE LIST INFORMATION

Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires **18** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE

Veterans preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

Applications are available at the State Personnel Board office, local offices of the Employment Development Department, the Department noted on this announcement and through the internet at <http://www.spb.ca.gov>.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all successful candidates will be ranked according to their scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:
MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379